

RESCINDS RRP 78-23

AMENDED

PROCEDURE FOR COMPLETION OF FORM 4023A IN PROCESSING

AGENCY DOCUMENTS AT WNRC, SUTTLAND & NARS

1. The following procedure for completing Form 4023A relates only to CIG and CIA documents held at WNRC and NARS (SSU and OSS documents will be handled separately). This procedure is keyed to the attached sample Form 4023A. Documents of other U.S. Government agencies which carry derivative material from CIG/CIA DO NOT require the completion of Form 4023A.

- a. Review Date - self explanatory.
- b. Reviewer Number -
- c. Type of Entry - check "NEW."
- d. Job Number - this number is a composite of "NA" and the Project Control Number given to material by the WNRC and the NARS staff. Their system for assigning project numbers was revised in October 1979.

STATINTL

A typical number is 806027. The first two digits (80) indicate the fiscal year; the third digit (6) indicates the type of project; the last three digits (027) indicate the location of the project, i.e. 001-050 are located at WNRC and 051-100 at NARS. If more than 50 numbers are needed at either location additional numbers will be allocated. The WNRC/NARS Project Control Number will always be shown on the Declassification Review Worksheet.

To accommodate our computer, drop the first digit and add an "A" (for Archives) at the end. The CRD Job Number will thus vary according to the Project Control Number used by the WNRC/NARS staff for the review of each unique body of records. For example: at WNRC, their Project Control Number 806027 would become NA-06027A and at NARS their Project Control Number 809053 would become NA-09053A.

- e. Box Number - obtain from worksheet at WNRC or NARS.
- f. Folder Number - folder numbers are not generally used at WNRC and NARS; therefore, the constant number 001 has been assigned in order to make it compatible with our computer system. Always enter 001 as the Folder Number.
- g. Document Number - beginning with the first Agency document in each designated box being reviewed, assign Document Number "001" and continue in sequence through the last Agency document in that box.

- h. Creation Date - take from the document. NOTE: At a minimum the creation date must have a month and year. If no day is given but the month and year are known, make the entry in the following manner: 001147 (November 1947). If only the year is known, enter it. Enter "13" for the month and zeros for the day.
- i. Originating Component - use originating component designation from list (if known); if unknown, use 099. STATINTL
- j.
- k. OPI - enter "99" in OPI field for all documents reviewed at NARS or WNRC.
- l. Type Document - use applicable codes.
- m. Original Classification - take from document.
- n. Number of Pages - self explanatory.
- o. Document Title - copy from document. If title is vague add (in parenthesis) additional explanation as: PEACE TREATY (GERMANY-LITHUANIA, 1922). See CRP 79-16 for further guidelines.
- p. Review Classification - according to your decision.
- q. Retention Justification - use applicable code.
- r. Next Review Date - if covered by a waiver (CRP 79-42) 30 years; if not 10.

2. Questions that arise should be discussed among team members and if a mutually satisfactory position cannot be arrived at, the matter should be referred to the appropriate Branch Chief on return to CRD.

Chief, Classification Review Division

STATINTL

Attachment to CRP-80-4

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| <div> <div>2</div> <div>REVIEW DATE</div> <div>DD MM YY</div> </div> | | | <div> <div>b</div> <div>REVIEWER</div> </div> | | | <div> <div> <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE (GENERAL) <input type="checkbox"/> RE-REVIEW <input type="checkbox"/> DELETE </div> <div>C</div> </div> | | |
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| <i>d</i> JOB NUMBER | <i>e</i> BOX NUMBER | <i>f</i> FOLDER NO. | <i>g</i> DOCUMENT NUMBER | | <i>h</i> CREATION DATE D D M M Y Y | <i>i</i> ORIGINATING COMPONENT |
| R 95085A | 0013 | 001 | 001 | | | |

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